

***Generating and Printing
The Monthly DPH URS
Paper Reports and Electronic Extract***

Connecticut Aggregate Report Requirements

After data for the month is entered, the following reports should be generated and sent to the Department of Public Health. Reports are due to the DPH no later than 30 days after the month of data is collected and should be dated for the month reported. There are two reports due from Title II and Prevention agencies:

- 1. Summary of Services by Encounter Type (also known as Encounters by Service Type – Total + Anonymous)**
This report includes data entered for: Case Management, Support Services, Substance Use, Primary Care, Mental Health, Individual Level Intervention, Group Level Intervention, Counseling and Testing, Prevention Case Management, Care Coordination, Reimbursement, Drug Treatment Advocacy
- 2. Summary of Referrals**

The following required reports are not in Connecticut Aggregate Reports menu and are required only if your agency is funded for that service:

- 3. Outreach Detail Report** - If your agency receives HIV Prevention funding for Outreach.
- 4. HCPI Detail Report** – If your agency receives HIV Prevention funding for HCPI.
- 5. Other Interventions Detail Report**– If your agency receives HIV Prevention funding for Community Level Interventions.
- 6. Syringe Exchange by Participant Report** – If your agency receives HIV Prevention funding for Needle Exchange.

Send all reports to:

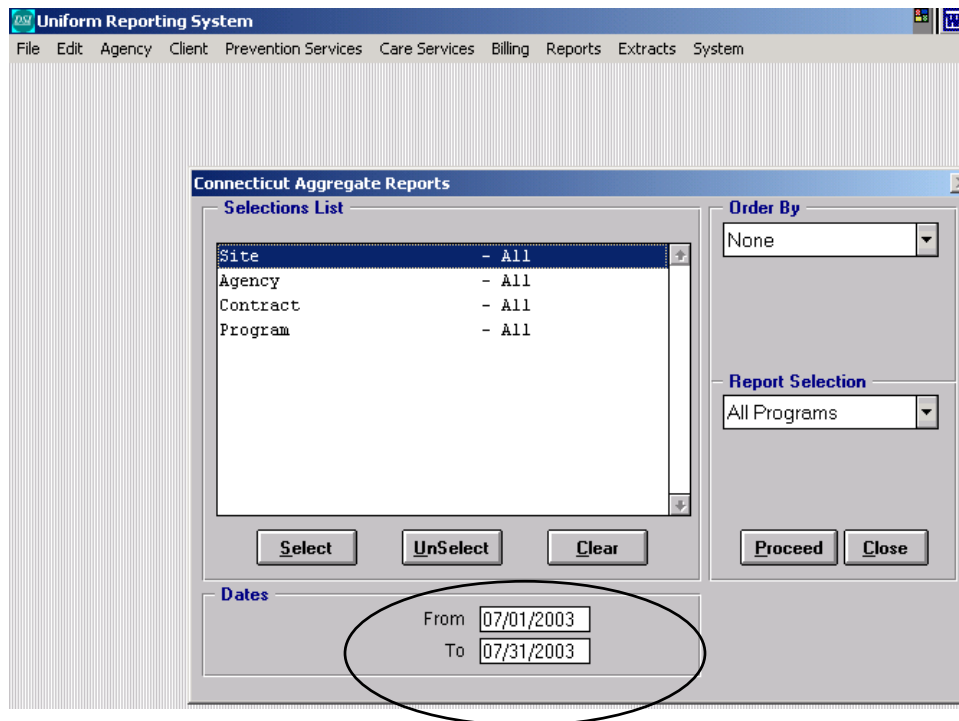
**URS Reports
AIDS & Chronic Diseases Division, MS #11-APV
Connecticut Department of Public Health
Hartford, CT 06134-0308**

I. How to print reports

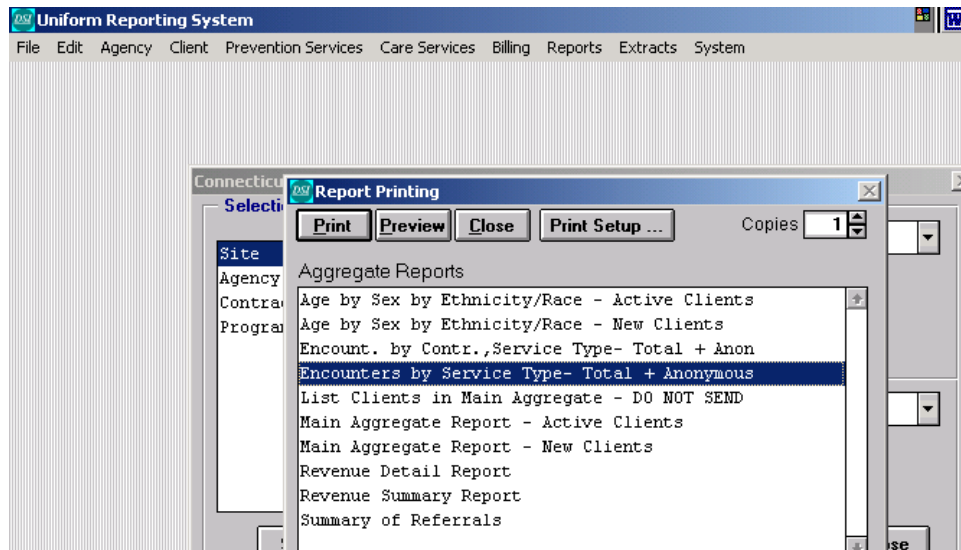
1. From the *Reports* menu, select *Connecticut Aggregate Reports*.



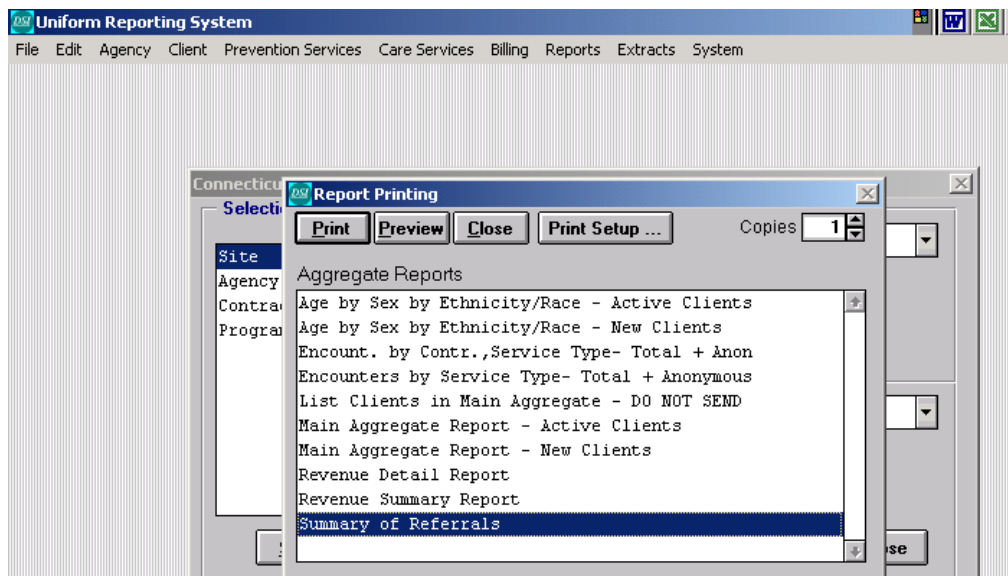
2. In the *Dates* fields at the bottom of the screen, type the beginning and ending date for the month you need to report. Press the *Proceed* button.



3. In the Report Printing menu, highlight the *Encounters by Service Type – Total + Anonymous*. This summary report totals the Encounters and Services rendered by Program for the selected reporting period. Split between Total and Anonymous clients (a subset of the Total), the Encounters, Services, Items, and Unduplicated Clients, are totaled in each Service Category and in each Program for Enrolled and Not Enrolled Clients.



4. Once completed, you will see the *Report Printing* menu. Highlight the *Summary of Referrals* and print it out. This summary report totals the number of Referrals and Unduplicated Clients in each referral Service Need Category, Category, and Status for each URS Program.



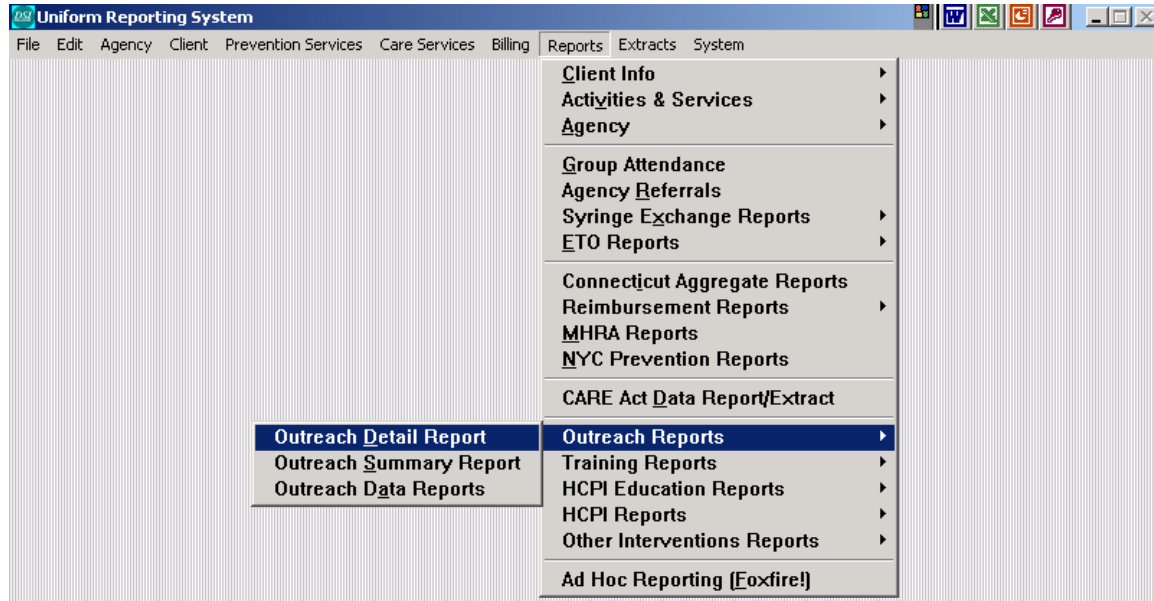
5. Close out of the *Connecticut Aggregate Reports* menu and return to the main menu.

When the Connecticut Aggregate Reports are run, the URS looks for “incorrect” entries, problems and logical inconsistencies. If it finds any, URS gives the message that there are “*Data Verification Problems.*” The user can then Preview or Print these out so they can be corrected. Data Verification Errors are checked after pressing “Proceed” and display before the list of the reports. If no problems exist, the next screen will be the report list. If you need assistance, you can contact Defran for help. Some of the errors can be automatically fixed with the “Fix Data Verification Errors” utility found at the bottom of the System Menu. Others need to be corrected “manually” by the user. A clean database provides good data. Users can print the Connecticut Aggregate Reports even with the problems that

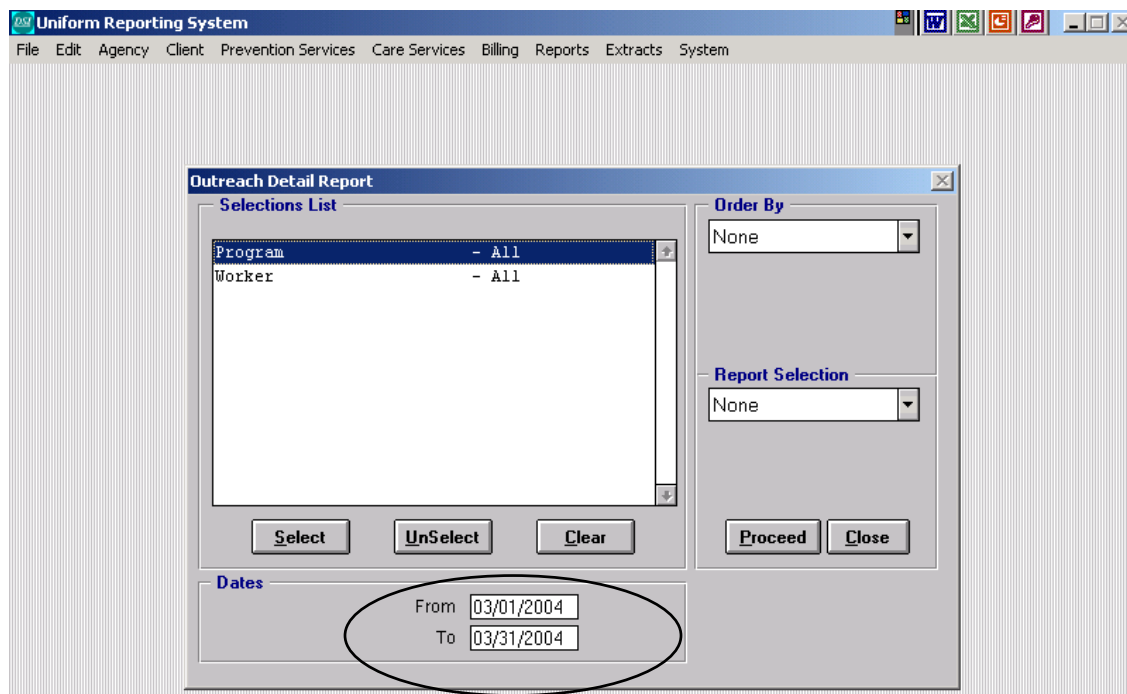
may or may not cause data dropouts, but it is recommended that problems be fixed before the reports are sent to DPH.

II. How to Print Monthly URS Outreach Detail Report

1. Select the *Reports* menu, select *Outreach Reports*, then *Outreach Detail Report*.

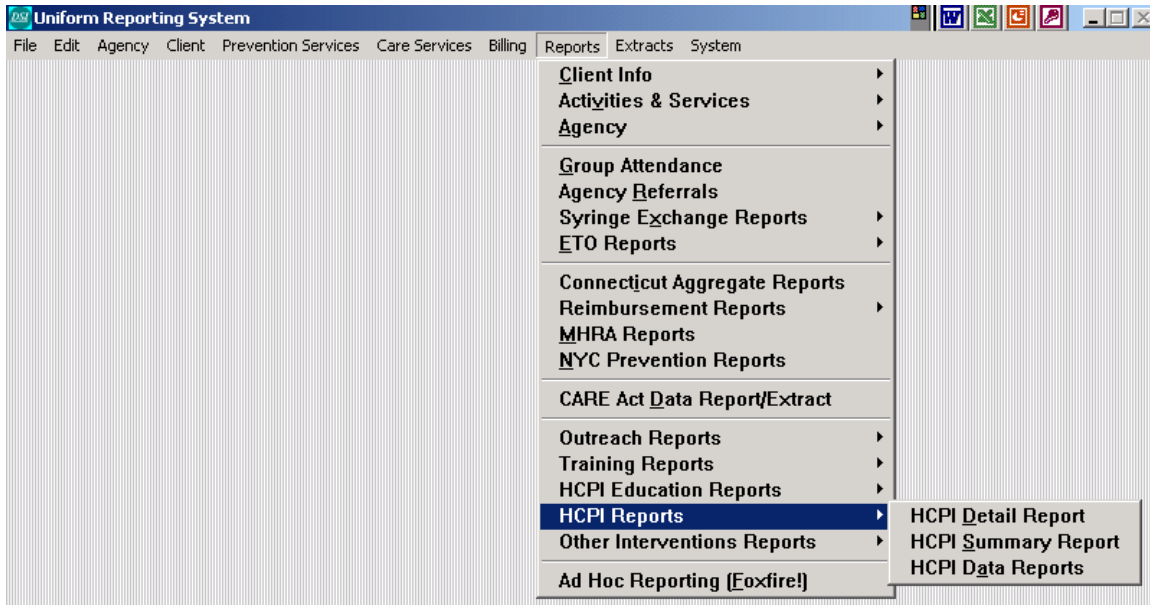


2. In the *Dates* fields at the bottom of the menu, type in the beginning and ending date for the month you need to report. Press the *Proceed* button, then press *Print*.

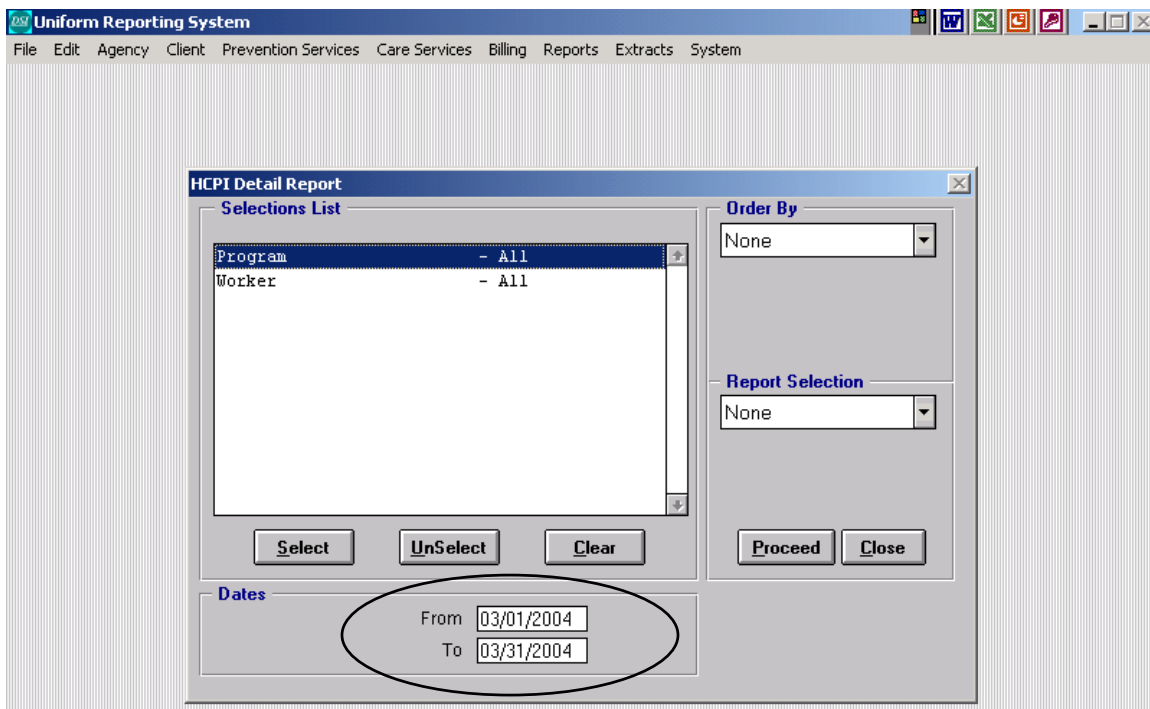


III. How to Print Monthly URS HCPI Detail Report

1. Select the *Reports* menu, select *HCPI Reports*, then *HCPI Detail Report*.

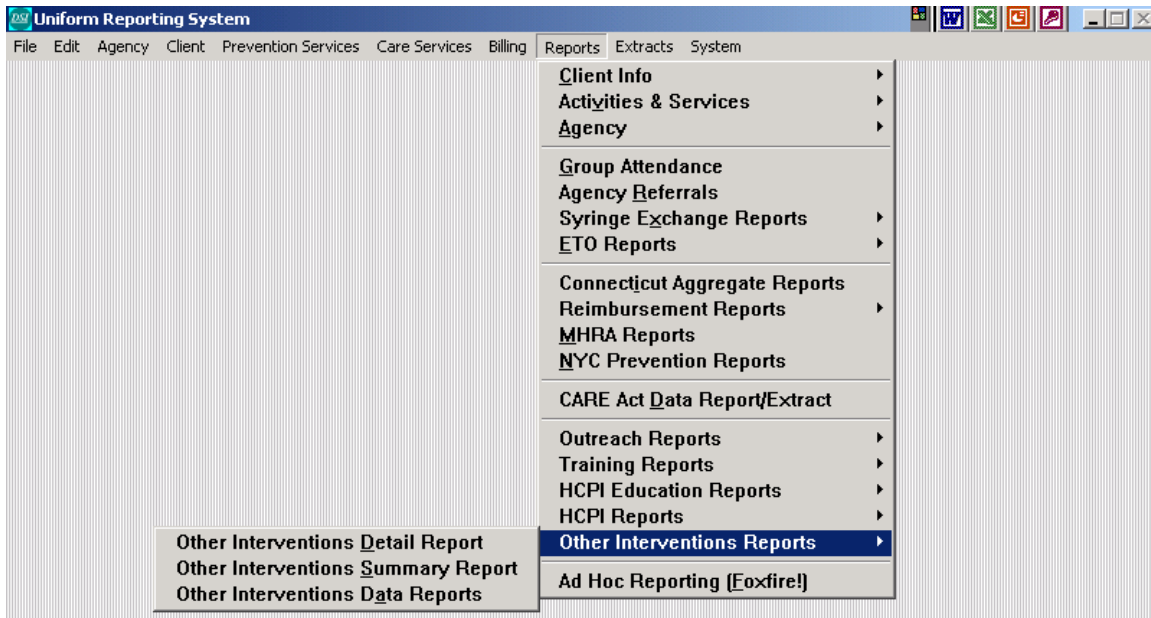


2. In the *Dates* fields at the bottom of the menu, type in the beginning and ending date for the month you need to report. Press the *Proceed* button, then press *Print*.

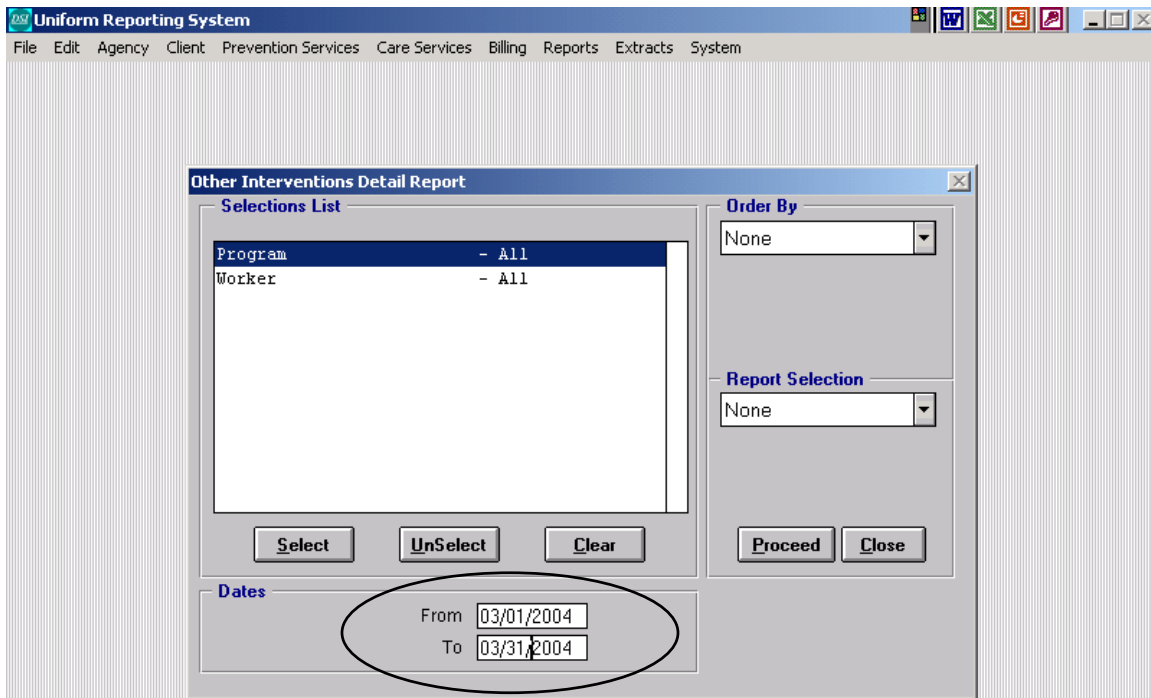


IV. How to Print Monthly URS Other Interventions Detail Report

1. Select the *Reports* menu, select *Other Interventions Reports*, then *Other Interventions Detail Report*.

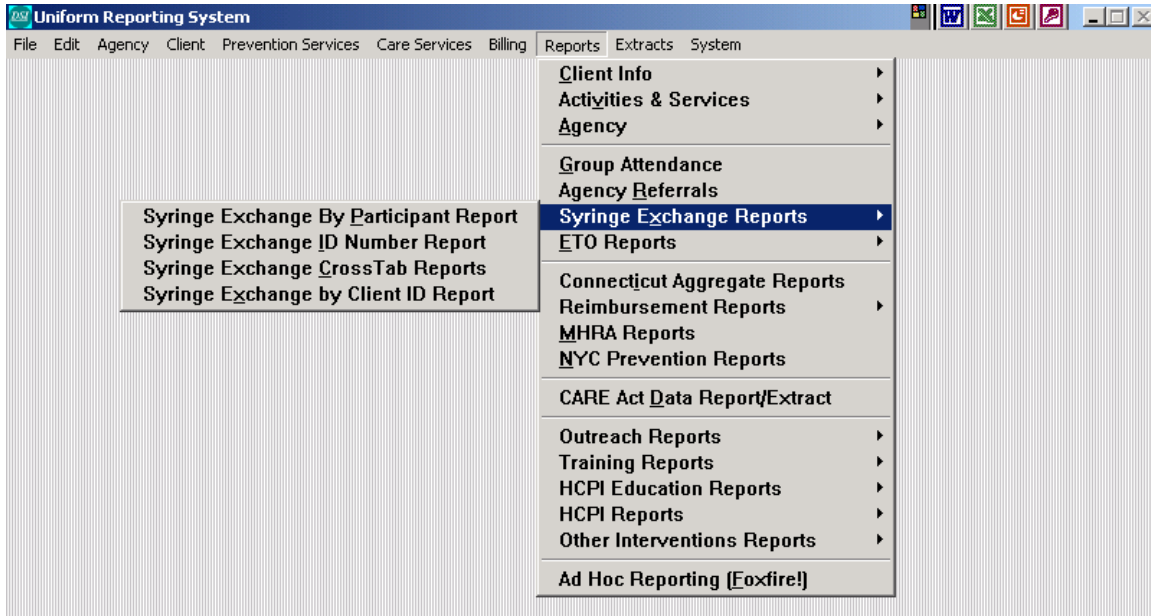


2. In the *Dates* fields at the bottom of the menu, type in the beginning and ending date for the month you need to report. Press the *Proceed* button, then press *Print*.

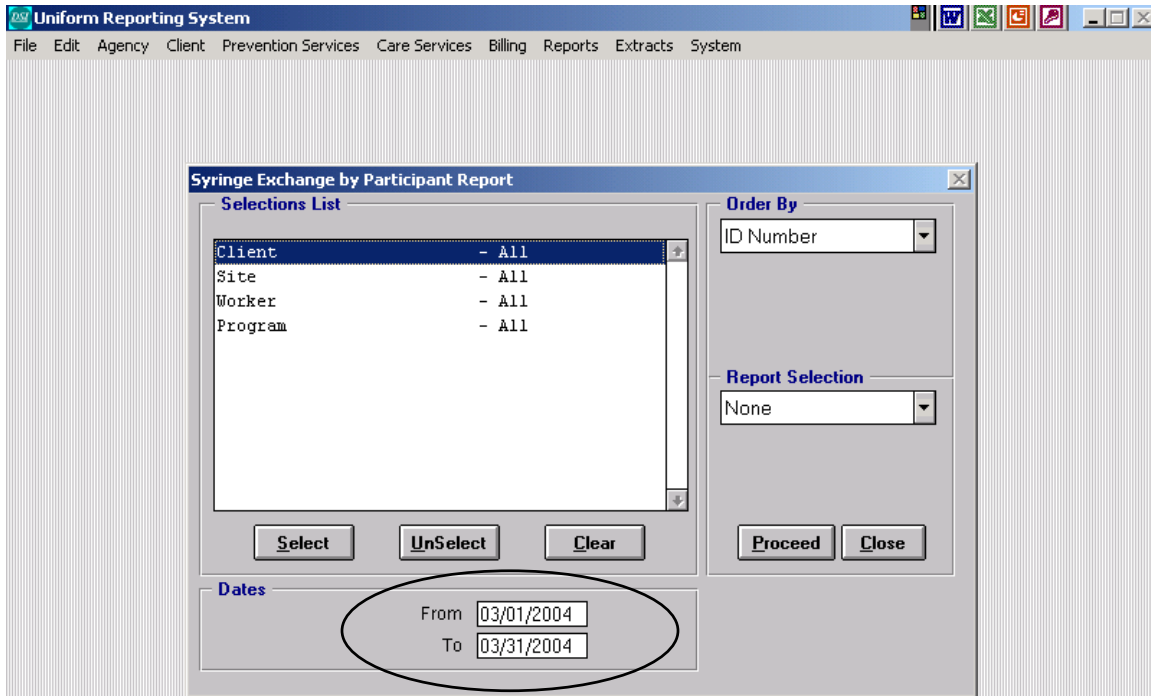


V. How to Print Syringe Exchange by Participant Report

1. Select the *Reports* menu, select *Syringe Exchange Reports*, then *Syringe Exchange by Participant Report*.



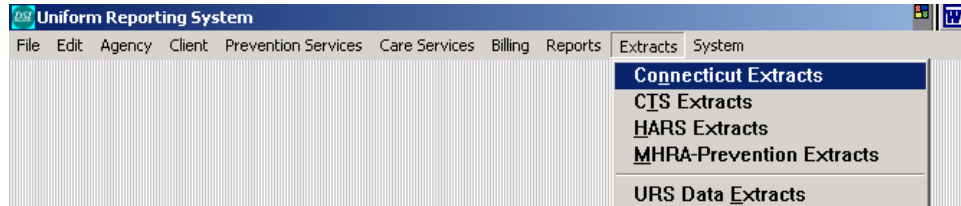
2. In the *Dates* fields at the bottom of the menu, type in the beginning and ending date for the month you need to report. Press the *Proceed* button, then press *Print*.



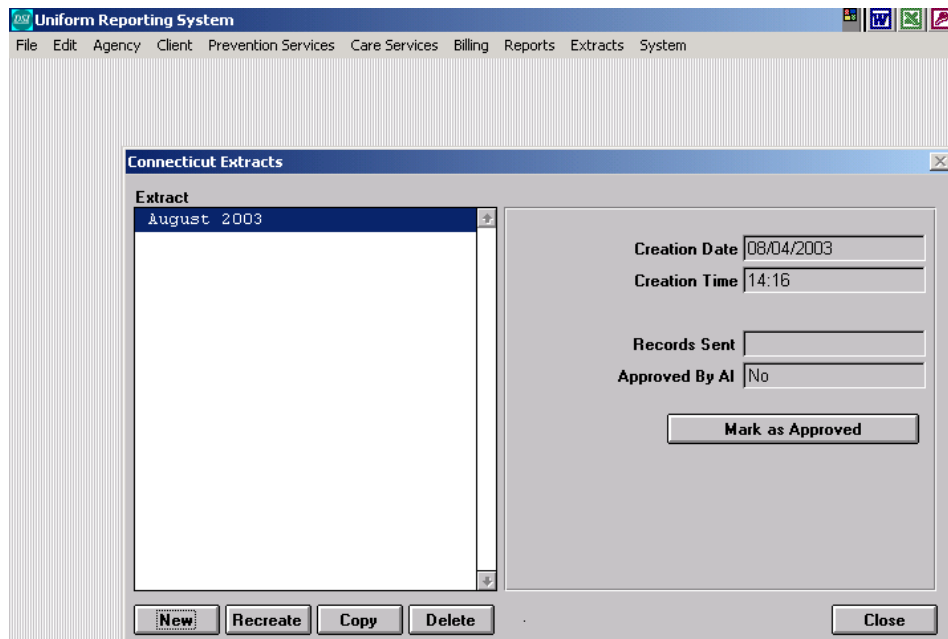
VI. Connecticut Extract

After data for the month is entered, an extract must be generated and e-mailed to urs.dph@po.state.ct.us. This zip file extract contains all client activity for the month.

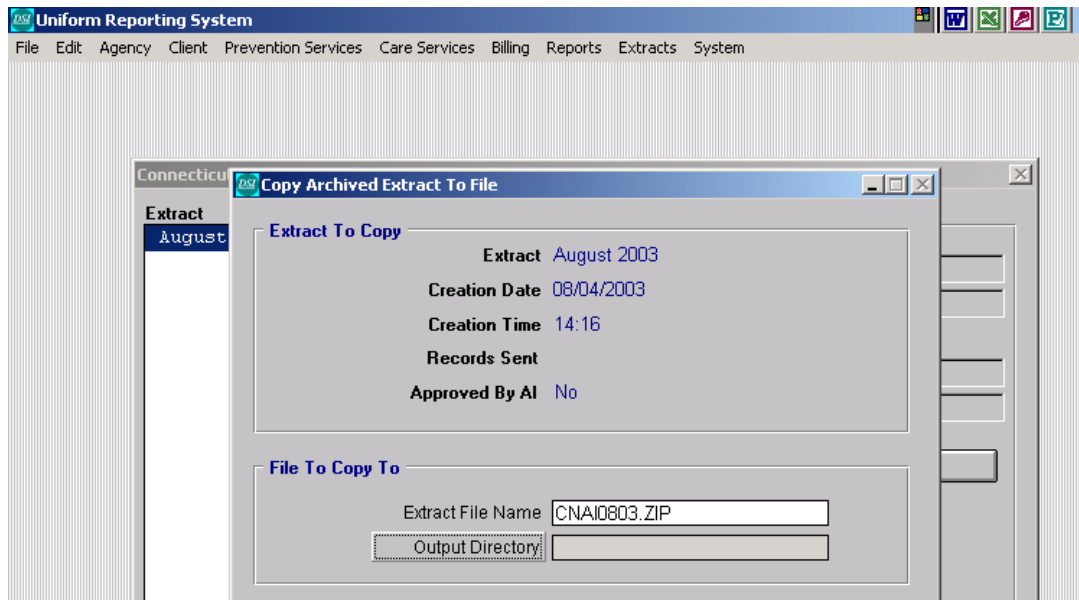
1. From the main menu, go to *Extracts* menu, select *Connecticut Extracts*.



2. Run the Connecticut Extract by clicking on the NEW button. If successful, the month in which it is run will display on the left side of the screen. Only 1 extract can exist per month. If a user needs to rerun, they can either a) Recreate or b) Delete and click New to run it again.
3. In the *Extract* box, highlight that month and press the *Copy* button.



4. Press the *Output Directory* button to select the path on the computer where you want to save your zipped Connecticut Extract file. Each URS installation creates a sub-folder called EXTRACTS. You may want to keep the extract file there, but be sure to empty this folder out periodically since there is little reason to keep more than the most recent extract.



Some computers (mainly those running Window 2000 or XP operating systems) may not able to “finish” the job of zipping up the Extract and may display the “Problem Compressing File” message. In this instance, the Extract file (EXTRACT.XML) exists but cannot be zipped. In order to finish the zip process, the user needs to exit URS, go to the URS folder in Microsoft Explorer and, locate ZIPEXTR.EXE, and double click on ZIPEXTR.EXE file to run it. Then, the user can log back into the URS and copy the Extract file to a folder for email attachment. Zipped file extracts should be saved in a separate folder on your C drive.

5. Go to your email, and address the mail to urs.dph@po.state.ct.us Attach the Extract file and send. Each monthly extract should arrive within a month after the month being reported on.

When the Extracts are run, the URS looks for incorrect entries, problems, or logical inconsistencies. If it finds any, URS gives the message “*Data Verification Problems.*” Preview or Print these out so they can be corrected. Data Verification Errors are checked after pressing the New button. If no problems exist, the URS will continue. Some of the errors can be automatically fixed with the “Fix Data Verification Errors” utility found at the bottom of the System Menu. Other problems need to be corrected “manually.” A clean database provides good data. The user cannot create the Connecticut Extract while Data Verification Errors exist. If you experience technical problems that you cannot resolve, the URS help desk is available Monday through Friday 9 am – 5 pm at (866) 933-3726.